

# **Program Approval and Inactive Program Status**

## **Professional Services Division**

### **January 2008**

#### **Overview of this Report**

This report presents an overview of the current program status options and web site notification of active educator preparation programs. Revisions in the accreditation system and changes in institutions' programs based on needs of surrounding districts raise some questions as to whether the current options and notification might be changed.

#### **Staff Recommendation**

This is an information item only. COA discussion and input will provide staff with direction

#### **Background**

Prior to approval by the COA, a program must complete the peer review process. Once a program is approved, the program is listed on the Commission's *Approved Programs* web page (<http://www.ctc.ca.gov/educator-prep/approved-programs.html>). Currently there are some programs listed on the Commission's web page as approved programs that are either not in operation or are not accepting new candidates. There is no other status for an educator preparation program.

Additionally, in the revised accreditation system, biennial reports are due every other year and if a program is not in operation—it will be difficult to submit a biennial report reporting on candidates and measures of candidate competence. Therefore staff is suggesting a second category of program approval—approved but inactive. An institution/program sponsor would be able to indicate that one or more of its approved programs is 'inactive.' If there have been no new standards adopted between the time the program became inactive and when the institution/program sponsor re-activates the program, a new program document would not need to be submitted and the program would not need to complete the initial program approval process again. Clearly if new standards are adopted, or modifications are made to the standards, the institution/program sponsor would need to address the new standard(s) prior to re-activating the program.

#### **Procedures for Changes in Program Status**

After the COA's discussion at the October 2007 meeting, staff has revised the inactive program status option. The revised table is presented below.

### Approved Program Status

Approval Status	Withdrawn	Inactive	Approved
Accept New Candidates	No	No	Yes
Recommend Candidates for a Credential	Only those in pipeline	Only those in pipeline	Yes
Participate in Biennial Report	No	Modified	Yes
Participate in Program Assessment	No	Modified	Yes
Participate in Site Visit	No	Modified	Yes
How to Request Reinstatement	New Program Document Submitted	Letter to the Committee	NA

#### **Proposed procedures related to an approved program requesting a change in approval status.**

The following procedures are drafts presented for the Committee's consideration. Staff will listen to the COA's discussion and then bring back revised draft procedures to the next COA meeting.

#### ***An Approved Program wishes to Inactive Status***

The Dean or director of teacher education submits a letter to the Committee requesting that the program be declared inactive.

- The letter would indicate the date(s) when the last new candidate will be allowed to begin the program and when the last admitted candidate is expected to complete the program.
- The change takes place on the date requested by the institution and is reported to the COA at the next regularly scheduled meeting.
- The program must be listed as inactive if it is displayed on the institution's web site or in promotional materials as a Commission approved program.

#### ***Accreditation Activities occur throughout the seven year accreditation cycle***

What does the program that is Inactive need to do in relation to each of the activities of the accreditation cycle?

- Biennial Reports: An abbreviated Biennial Report would be submitted by each inactive program during the biennial report year. The report would provide updated information to the Commission on the program, if any, and would be no more than 1-2 pages.
- Program Assessment: A modified program assessment will be required, depending on the recency of the change of status to inactive. If the status of a program was changed within a short period prior to program assessment, the COA may wish to direct that the program be fully included in program assessment, otherwise, it would be a streamlined program assessment.

- Site Visit: A program that is inactive will be included in the site visit, depending on the recency of the change of status to inactive.. If the status of the program was changed within a short period prior to the site visit, the COA may wish to direct that the program be fully included in the site visit, otherwise it would be a modified participation in the site visit.

***Program Standards are reviewed and revised periodically.***

- If a program is inactive when the applicable program standards are revised, the program must either respond to the newly adopted program standards or be withdrawn as an approved preparation program within the published implementation time frame.

***Re-activation of an Inactive Program***

The Dean or director of teacher education must submit a letter to the Committee on Accreditation requesting reactivation of the program. The letter would indicate the requested date of reactivation. Staff would place the reactivation request on the agenda of the next COA meeting.

Depending on the length of time the program was Inactive, the institution's placement in the accreditation cycle, and the information provided by the program while it was Inactive, the COA may take one or more of the following actions:

- a. Review Biennial Reports submitted by the program.
- b. Review the Program Assessment report on the program.
- c. Request additional information from the institution to be presented by staff at the next COA meeting.
- d. Request that the institution and/or program leadership present the request and any additional information at the next scheduled COA meeting.
- e. Act to reactive the program.

Once the COA approves a request for re-activation, the program is reactivated as of the date of the COA meeting.

**Next Steps**

Staff will review and revise language for the Accreditation Handbook defining the procedures relating to 1) an approved program, 2) an inactive program, and a 3) withdrawn program based on the discussion at the COA meeting. The revised language will be presented to the COA at the May 2008 meeting.